

Tippecanoe County Indiana
Management Information Technology Services

Request for Proposals
For
Multi-Function Device, Print Management and
Consolidation Project

20 North 3rd Street
Lafayette, IN 47901

765-423-9357

www.tippecanoe.in.gov

July 12, 2013

NOTICE OF REQUEST FOR PROPOSALS

Notice is given that the Board of Commissioners of Tippecanoe County will receive proposals to provide multi-function devices (MFD) that copies, scans, faxes, prints and emails to be used by departments within Tippecanoe County ("the Project"). It is possible that other governmental entities, including schools, towns, and cities within Tippecanoe County may also enter into the contract with the successful proposer as a result of the information submitted in this proposal.

Tippecanoe County is interested in immediately replacing the owned and out of lease Copiers and MFD and replacing other copiers and MFD when the leases expire. The intent is to have all equipment on a co-terminus lease at the end of the awarded contract. A secondary goal is for the awarded vendor to partner with the County to ensure effective and efficient use of our print resources; this will include consolidating our current HP Laser Printer environment and implementing a complete print management solution for the entire County.

All proposals are due in the Tippecanoe County Board of Commissioners Office, First Floor, 20 North Third Street, Lafayette, IN 47901 no later than 1:00 PM on August 16th, 2013. The names of the respondents will be read aloud at the Board of Commissioners Meeting held in the Tippecanoe Room located on the first floor of the Tippecanoe County Office Building on August 19th, 2013, at 10:00 AM.

Thank you for your interest in doing business with Tippecanoe County, Indiana.

David Sturgeon
Chief Information Officer

SECTION 1

INFORMATION AND INSTRUCTIONS

1. **Submission Requirements:** The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the Notice of RFP. All proposals received shall be marked **Tippecanoe County MFD, Print Management and Consolidation, RFP # MITS-01-2013**. Proposers shall file all documents necessary to support their proposal and include them with their proposal.
2. **Delivery of Proposals:** RFP's must be delivered by 1:00PM Eastern Time on August 16th, 2013 to the following address:

Tippecanoe County Board of Commissioners
First Floor
20 North Third Street
Lafayette, IN 47901

The submittals should be clearly labeled as **"Tippecanoe County MFD, Print Management and Consolidation, RFP # MITS-01-2013"**. It is the sole responsibility of the vendor to see that their RFP is received in the proper time. Any proposals received after the proposal opening will not be accepted.

3. The responsibility for getting the proposal to the Board of Commissioners on or before 1:00 PM on August 16th, 2013 is solely and strictly the responsibility of the Vendor. The County will in no way be responsible for delays caused by any occurrence. It shall not be sufficient to show that the proposal was mailed in time be received before the scheduled closing time. Offers by any type of electronic communication will not be accepted.
4. All proposal respondents shall register by sending an email with the following information to dsturgeon@tippecanoe.in.gov
 - Name of Firm**
 - Address**
 - Contact Name**
 - eMail address**
 - Phone**
5. All addenda or answers to any inquiries shall be posted by the County at <http://www.tippecanoe.in.gov/mfdrfp>. No addenda or answers to inquiries shall be posted after 4:30 p.m. on August 15th, 2013. The County does not warrant that all questions or inquiries will be answered. It is the sole responsibility of the PROPOSER to assure that they have received the entire Request for Proposal and any addenda or answers.
6. Proposers will be notified by e-mail of any change in the specifications contained in this RFP.
7. No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on Tippecanoe County. No employee of the County is authorized to interpret

any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

8. The County anticipates replacing existing copiers, printers, fax machines on an as needed basis and as current obligations with various vendors expire. Conditions may change that would alter the requirements and no guarantee of volume exists.
9. There is no obligation on the part of the County to lease or purchase more or less than the quantity currently used. The County reserves the right to lease or purchase more or less than the quantity listed, depending upon actual requirements and budget restraints, at the unit costs as set forth in the Successful Vendor's proposal/contract(s).
10. **Right of Rejection and Clarification:** The County reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award the purchase in the best interest of the County. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a requisite. The County is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
11. **Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which the County may deem necessary to further evaluate the proposer's qualifications.
12. **Denial of Reimbursement:** Tippecanoe County will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
13. **Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Tippecanoe County for the purpose of influencing consideration of this proposal.
14. **Right of Withdrawal:** Complete withdrawal or complete exchange of proposal is acceptable, if done before scheduled proposal opening.
15. **Right of Negotiation:** Tippecanoe County reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
16. **Right of Rejection of Lowest Fee Proposal:** Tippecanoe County is under no obligation to award this project to the proposer offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
17. **Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications to the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.
18. **Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by the proposers shall become the property of Tippecanoe County when received.
19. **Copies:** An original and two (2) copies of the proposal and supporting documents must be submitted in response to the RFP. Digital copy to be provided upon request. All responses must relate to the specifications as outlined.

20. Proposal Format: Proposal shall be submitted in the following format and include the following information.

- a. Detailed description of equipment capabilities and service requirements as requested
- b. Fee proposals per instructions in Section 3, signed by responsible party
- c. List of trained Service Representatives and level of qualifications
- d. References as requested
- e. Proposed contract
- f. Sample maintenance agreement

21. SECURITY: Vendors are required to submit a Bid Security within their proposal

All proposals will require a bid bond or certified bond or certified check in an amount equal to 5% of the base cost of any optional alternatives. The bid security should cover the highest sum of all alternative pricing scenarios, if submitting more than one cost option.

All bids not accompanied by a bid bond or certified check payable to Tippecanoe County will be rejected as non-responsive.

Vendors wishing the return of a bid security should include a self-addressed stamped envelope with their proposal. The requested amount will be returned as soon as possible upon successfully entering into contract negotiations with a selected vendor.

22. SUBCONTRACTORS

Tippecanoe County intends to contract with one or more prime contractors who will be solely responsible for contractual performance. In the event the prime contractor utilizes one or more subcontractors, the prime contractor will assume any/all responsibility for performance of services by the subcontractor(s). Additionally, Tippecanoe County must be named as a third party beneficiary in all subcontracts.

A list of all subcontractors proposed to take part in the performance of the contract (at inception) must be provided to Tippecanoe County for approval prior to contract execution. This request may require that sufficient financial or background information pertaining to included subcontractors be provided.

To the degree available, the subcontractor list and corresponding financial/background information should be included in an appendix with the proposal response.

Tippecanoe County reserves the right to limit and/or reject any and all subcontractors.

23. TAXES

Tippecanoe County is exempt from Federal, State, and Local Taxes and will not be responsible for any such taxes in connection with the award or performance of this contract.

24. ADVERSARIAL PARTIES

Any party responding to a bid, Request for Proposal, or quote for any contract with Tippecanoe County shall be required to disclose any current, adversarial litigation, contract dispute, or other adversarial proceeding against Tippecanoe County.

Any such disclosure of current adversarial litigation, contract dispute or other adversarial proceeding against Tippecanoe County shall be considered a factor in determining the qualification, responsiveness and responsibility of such party in responding to a bid, quote, or Request for Proposal; and the matter shall be referred to the County Attorney for investigation and recommendation to the Board prior to the award of any contract.

The Board shall consider the report and recommendation of the County Attorney in determining the qualifications, responsiveness and responsibility of each such party in awarding any contract.

25. LICENSES AND PERMITS

The successful vendor or vendors shall furnish Tippecanoe County upon request any and all documentation regarding licenses, permits, certifications and/or registrations required by the laws and regulations of Tippecanoe County, the State of Indiana, and the United States of America.

The provider certifies that it is now and will remain in good standing with the aforementioned governmental agencies and that it will maintain its licenses, permits, certifications and/or registrations in force during the term of the contract/agreement with Tippecanoe County, Indiana.

26. E-VERIFY AND NON-COLLUSION

The Proposer shall include in its proposal a Non-Collusion Affidavit and Employment Eligibility Verification Certification on the forms which are attached hereto.

27. USE OF TIPPECANOE COUNTY'S NAME

Upon entering an agreement, the successful vendor or vendors agree not to use the name of Tippecanoe County in relation to the agreement with any commercial advertising, trade literature and/or press releases without prior written consent from Tippecanoe County.

28. INCORPORATED BY REFERENCE

This request for proposal (RFP) distributed by Tippecanoe County, including any other required terms, will be incorporated by reference and made a part of any resulting contract, except that any material approved by the County as confidential will not be publically disclosed.

29. CHOICE OF LAW AND VENUE

Any and all actions or proceedings arising out of, or related to, this RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Indiana. Submission of this proposal by vendor constitutes consent and stipulation to jurisdiction and venue in the courts of Tippecanoe County, Indiana, concerning all litigation and proceedings arising out of or related to this RFP and any resulting contract.

30. Submittal of Qualifications: Proposers should submit experience and qualifications as described below and outlined in Section 2. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.

- a. Name, contact information and location of designated account manager, include qualifications, experience and number of years in business
- b. List of local service technicians, include number, name, location and qualifications of support personnel
- c. List of clients, include name of business, contact names and numbers who are using proposed equipment and the number of years as a client

31. Bidder Qualification and Experience: Bidders are required to furnish evidence that they have past experience in this type of work as outlined in the attached specifications, to include specific experience in furnishing multi-function copiers and comprehensive print management solutions. A minimum of three (3) references must be submitted with each bid.

Bidders must possess the necessary occupational license(s) to perform such work. Bidder should contact the Secretary of State for the State of Indiana to determine licenses necessary to perform such work in the State of Indiana.

Prior to the award, the successful bidder shall provide proof of insurance in an amount not less than as follows:

General Liability Coverage

| Limits | Coverage Description |
|-------------|---|
| \$700,000 | Each Occurrence – Bodily Injury and Property Damage |
| \$1,000,000 | General Aggregate |
| \$1,000,000 | Products and Completed Operations Aggregate |
| \$1,000,000 | Personal and Advertising Injury |
| \$50,000 | Fire Damage (any one fire) |
| \$10,000 | Medical Expense (any one person) |

Workers Compensation

| Limits | Coverage Description |
|---------------|--|
| As Required | Workers' Compensation |
| \$500,000 | Employer's Liability – Each Accident |
| \$500,000 | Employer's Liability – Disease-Policy Limit |
| \$500,000 | Employer's Liability – Disease-Each Employee |

Umbrella / Excess

| Limits | Coverage Description |
|---------------|-----------------------------|
| \$700,000 | Each Occurrence |
| \$1,000,000 | Annual Aggregate |
| \$0 | Retained Limit |

Tippecanoe County shall be an additional named insured on the policy.

32. Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:

- a. Ability of equipment to meet minimum specifications (30 points)
- b. Cost (20 points)
- c. Quality of service & level of guarantee, technician qualifications (20 points)
- d. Ease of networking equipment (10 points)
- e. Completeness of available reports/consolidated invoicing (10 points)
- f. References (10 points)

Proposals will be evaluated by a Selection Committee. The Selection Committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed equipment.

33. Proposal Selection & Award Process: Proposals will first be reviewed to determine if the mandatory requirements have been met. Responsiveness will be measured by the vendor's response to the stated requirements in the specifications. Failure to provide the mandatory requirements may result in the quote being rejected.

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. During the evaluation process, the County may, at its discretion, request any one or all firms to make oral presentations to supplement their proposals. Such presentations will provide firms with an opportunity to answer any questions the County may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

At its discretion, pursuant to IC 5-22-9-6, Tippecanoe County may conduct discussions with, and obtain best and final offers from, responsible offerors who submit proposals determined by Tippecanoe County to be reasonably susceptible of being selected for award.

Proposals will be evaluated on the basis of the vendor's experience in providing similar service, experience, price, references provided and the ability of the vendor to meet the County's reporting and scheduling requirements.

The County reserves the right to negotiate the terms of the contract, including the award amount of this service contract, with the selected vendor prior to entering into a contract. The County reserves the right to hold the bid of three (3) lowest vendors for a period of sixty (60) calendar days from and after the time of the opening.

34. DELIVERY

- a. All prices shall be F.O.B to using Department, Lafayette, Indiana. Prices must include delivery. No additional monies will be paid for delivery.
- b. All equipment shall be new, assembled, serviced, adjusted, and demonstrated to the satisfaction of the County that they are in perfect mechanical and operating condition.
- c. All equipment shall be F.O.B. to each using Department, Lafayette, Indiana. The equipment will be accepted only after the delivery requirements have been met. The seller shall assume full responsibility for the equipment until accepted.

35. Extension of Contract: Selected provider shall agree to a contract term of five (5) years. The award resulting from the RFP will be a firm fixed five year contract. The contract will not auto renew but go month to month at the conclusion of the contract unless either the successful vendor or the County notifies the other of its intent to terminate the contract at the end of the initial contract period. This notice, to terminate the contract at the end of the initial five (5) year period, shall be given in writing at least (30) days prior to the initial expiration date of the contract. Contract extensions shall be made at the unit prices specified in the successful bidder's bid/contract(s) or as otherwise agreed. Price increases or variations in procedures that cause price escalations for all or any portion of equipment or service will not be accepted.

36. Withholding Payment: In the event a contract is cancelled under any provision herein, the County may withhold from the successful vendor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

37. Default and Termination of Contract: Should the successful vendor fail to correct any condition which is in violation of the terms of the contract(s), within 24 hours after having been notified by the County, the County may declare the contract(s) in default and terminate same immediately.

Continuous failure to comply with the terms of contract(s) or failure to correct problems brought to the attention of the successful vendor shall be grounds for the County to terminate the contract(s).

Termination of Contract: The County may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the County exercise its right to cancel the contract such reasons, the cancellations shall become effective on the date as specified in the notice of cancellation sent to the contractor.

- 38. Compliance with Laws:** In connection with the furnishing of equipment, supplies or performance of work under the contract, the Consultant agrees to comply with all applicable Federal, State, and County laws, ordinances and regulations. Proposers must possess the necessary occupational license(s) to perform such work.
- 39. Equal Employment Opportunity:** The Equal Employment Opportunity Statement included herein is a condition of the bid. The contract must be signed by the successful bidder and the County; and the successful bidder must comply with the equal employment opportunity condition in the execution of the contract.
- 40. Indemnification:** The successful vendor shall indemnify and hold harmless the County and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work; and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the County, or any of their agents or employees by any employee of the successful vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful vendor or any subcontractor under Workmen's Compensation Acts, Disability Benefit Acts or other Employee Benefit Act.

- 41. Contact with Tippecanoe County Employees:** To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries in writing to mfdrrfp@tippecanoe.in.gov, by 4:30 PM by August 15th, 2013.
- 42. Conflict of Interest:** All vendors/contractors must disclose with their proposal the name of any officer, director, co-owner, or agent who is also an employee of Tippecanoe County, or the spouse or relative of an employee of Tippecanoe County.
- 43. Inquiries:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package.

Questions regarding this request for proposal should be directed to:

David Sturgeon
Tippecanoe County MITS Department
Phone: 765-423-9357
email: dsturgeon@tippecanoe.in.gov

Technical questions regarding Network Connectivity should be addressed to:

Edward Beheler
Tippecanoe County MITS Department
Phone: 765-423-9762
email: ebehler@tippecanoe.in.gov

SECTION 2

SCOPE OF WORK

1. Purpose

Tippecanoe County is seeking to upgrade and replace its general print system and implement a comprehensive, consolidated print management system in order to standardize equipment, reduce costs, and create efficiencies across the entire County. The current number of print and copying impressions in the County is approximately 500,000 per month. The County currently has 43 black and white copiers, 19 color copiers, 116 black and white laser printers, 16 color laser printers, and 35 inkjet printers (See attached Appendix A). Specific device quantities may change slightly after publication date. The County is looking for a solution that will help control the costs of printing and copying and, potentially reduce the need to print. This program will include but is not limited to multi-function devices (black and white and color) and laser printers (black and white and color), networked and potentially, non-networked devices. The vendor will provide equipment, maintenance, all consumable supplies (other than paper), and a full function print management software. During the term of the agreement, the vendor will make recommendations for upgrades of equipment and other software products that will keep the County at the forefront of technology.

2. General Information

Currently MFDs are installed in offices throughout the County and each department is under contract with a variety of vendors.

Tippecanoe County is interested in moving in the direction of a same source vendor for the lease of copy machines, including a single maintenance agreement for all County departments. Tippecanoe County also wishes to have a single source for toner and maintenance for the existing fleet of networked and possibly non-networked laser printers.

The County anticipates but does not guarantee that the Contract will become effective September 2nd, 2013. Tippecanoe County anticipates replacing existing copiers on an as needed basis and as current obligations with various vendors expire. Conditions may change that would alter the requirements and no guarantee of volume exists. The delivery and installation of each MFD will be coordinated with the various departments along with the removal of old machines.

A breakdown of the current copier and printer environment is included (Inventory Attachment). The awarded vendor will be expected to make recommendations for each office to ensure the most efficient and cost effective mix of MFDs and the County's existing printer fleet.

Proposers should submit a response to this RFP based on equipment lease plus a cost-per-page format with the resulting contract requiring the contractor to provide and install all MFDs meeting the model requires as specified for each location with specified volume levels, speed and features: provide all consumables (excluding paper) and maintain all MFDs under the contract award. The proposer should also provide in the response a cost-per-page format for both maintenance and toner for the existing laser printer fleet. It is the County's intent that the awarded vendor will make recommendations to consolidate and reduce the number of laser printers in the fleet and move as much volume as possible to new or existing MFDs.

Proposers must submit an option for all new multifunction devices that will be installed in Tippecanoe County to allow for the use of the County's existing proximity cards for employees to have a secure print option.

While it is the desire of the County to award this contract to a single vendor, the County reserves the right to award to multiple contracts if it is in the best interest of the County to do so.

3. Pricing

Proposers should submit pricing on the basis of equipment lease plus cost-per-page solution with a firm, fixed price for the term of the contract. The County strongly desires this pricing but proposers may also submit an alternate proposal with costs based upon volume levels of equipment or monthly minimum charges. Leases entered into in 2011 will not be "bank qualified". Bank Qualified leases may be entered into in subsequent years.

All costs for equipment shall include: inside delivery to the equipment's intended location, set-up and training, any associated transportation costs to Tippecanoe County's specified locations. The county will not pay for removal of any equipment being replaced for the entire length of the contract.

Proposals that stipulate the customer/client (County) pays for removal of equipment or shipping costs at the end of the agreement or when an upgrade, downgrade, relocation or elimination of any machine is desired by the vendor or a third party service agreement will be automatically withdrawn from consideration.

If minimum monthly prints are specified in the awarded contract, quarterly those monthly minimums will be reset to reflect the previous quarter's usage. Failure to review and reset monthly minimum prints based on the previous quarter's usage will be considered unacceptable.

4. General Conditions

All equipment, parts and consumables furnished under this proposal shall be new.

Any machines placed into service after the initial installations will have lease dates that are coterminous and end at the end of the contract term. It is the County's intent that the leases for all equipment will end at the same date at the end of the awarded contract.

Additional MFDs may be added at a later date at the same cost awarded from this proposal. The County reserves the right to upgrade, downgrade, relocate or eliminate any machine at no additional charge at any time during the contract if the needs/usage requirements of the using department change.

Proposers must commit that, for each multifunction device or printer disposed of by the County during the term of the agreement that contains a hard drive and is transferred to the Proposer, either as part of a trade in program of County owned equipment or as a return of leased equipment owned by the Proposer, Proposer shall, at no cost to the County ensure that data on hard drives is destroyed and not retrievable as determined by the United States Department of Defense Standards.

All requests for MFDs will be generated by Tippecanoe County MITS Department.

5. Service

Proposed costs shall include all costs for repair, maintenance, parts and labor regardless as to whether repair or replacement is necessitated by wear or non-malicious damage.

Total uptime should be no less than 96% (based on the County's 37.5 hour work week). This does not include any regular scheduled routine maintenance, operator training, or toner/supply replacement. Uptime is to be calculated for any 90 day period.

Response/Repair Time shall be the time from the point the call is placed for service until the technician responds to the equipment site. Technician must notify Tippecanoe County staff upon arrival at the equipment site. The County expects a two (2) hour response time. A four (4) response time will be acceptable, however, anything beyond four (4) hours will be considered unacceptable. If this criterion is not met, at the sole discretion of Tippecanoe County, the County may assess the vendor a charge of \$100 per failure.

Service completion shall be the time it takes a technician to correct a deficiency once he/she has reported arriving to the County's designated representative. It is expected that all calls will be resolved within six (6) hours. Should more time be needed, the technician must inform the designated representative. A service call taking twelve (12) hours or more will be considered unacceptable.

Proposers must provide backup equipment of equal or greater capability, should that down equipment be unrepairable for any time longer than 48 hours. Backup equipment, at every level, must be ready for immediate delivery at no additional cost to the County.

Multiple services calls to any one particular machine must result in the proposer providing a detailed review of the problem. In the review a solution must be proposed and accepted by the County's designated representative. If the device breaks down after this solution has been implemented, the device must be replaced at the request of the County's designated representative.

All parts, supplies, and consumables provided by the vendor shall be the manufacturer's officially approved OEM parts, supplies, and consumables. Remanufactured, reconditioned, or other non-new parts, supplies and consumables shall not be stored, provided, or utilized by contractor for any equipment on or for use in Tippecanoe County.

Proposer should provide documentation on training and certification of all service technicians and if all are factory-trained. Indicate if specific technicians will be dedicated to the County's account and if technicians specialize in particular models or cover specific territories. A descriptive map showing the entire service coverage area of assigned technicians is requested along with the current number of machines serviced in that area.

Proposer should provide a map of local service coverage area showing the various coverage areas and number of service technicians covering this area (number of machines currently serviced in the service area and major contracts)

6. Training

The contractor shall provide, at their own expense, all training required for the operation of any equipment supplied as part of this contract.

Each equipment location shall have readily available on or near the machine, a manual providing detailed instructions on the machines' operation, with procedures for clearing jams, loading toner, etc.

7. Reports/Consolidated Invoice

The successful proposer shall provide the administrator of the contract on a monthly basis, a Master activity report consolidated invoice of the past month's activity and include year-to-date summaries. The master report should include all sites' activities by department account, machine identification number, model number, beginning and ending meters, total copy volume extended by the cost per page and cost per device to achieve the total monthly cost per machine. Each individual department account shall also be totaled together. Any service calls during the month should also be summarized within the monthly report. A total monthly cost of all machines shall be included. This report/invoice shall be submitted electronically to Tippecanoe County MITS.

On a quarterly basis, the successful proposer will meet with the administrator to review usage trends, service issues, etc. Quarterly, any monthly minimum in the contract will be reset to reflect the previous quarter's usage. A failure to meet and review this information on a quarterly basis will be considered unacceptable.

8. Equipment Specifications

Specifications listed within each machine category are the minimum acceptable requirements and should be included in the cost-per-copy price. Proposers must submit models for each category listed below, detailing the ability of that model to meet or exceed the specification. Proposers are not to assume that the list of equipment is the final list.

Category 1

| | |
|--------------------------------|--|
| Technology: | Digital Electronic Standard |
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 20 monochrome impressions per minute |
| Document Feeder | Standard |
| Output Size | Up to 8.5 x 14 |
| Minimum First Copy Time | 7.5 second or less |
| Duplexing | Standard |
| Stapling | Not required |
| Walk-up Faxing | Standard |

| | |
|---|---------------------|
| Fax from Desktop (print to fax) | Standard |
| Internet Fax | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Console | Desktop or standard |
| Number of Paper Drawers (excluding bypass) | 1 minimum |
| Total sheet capacity of drawers (excluding bypass) | 250 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| paper weight | up to 42lb |

Category 2

| | |
|---|--|
| Technology: | Digital Electrostatic Standard |
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 28 monochrome impressions per minute minimum |
| Document Feeder | Standard |
| Output Size | Up to 11 x 17 |
| Minimum First Copy Time | 4.5 seconds or less |
| Duplexing | Standard |
| Stapling | Standard 50 Sheet |
| Sheet capacity of finisher: | 500 sheets minimum |
| Walk-up Faxing | Standard |
| Dual Fax Line Option | Option |
| Fax from Desktop (print to fax) | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Wireless & Bluetooth | Option |
| Console | Standard |
| Number of Paper Drawers (excluding bypass) | 2 minimum |

| | |
|---|----------------------|
| Total sheet capacity of drawers (excluding bypass) | 1,000 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| Auto tray switching | Standard |

Category 3

| | |
|---|--|
| Technology: | Digital Electrostatic Standard |
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 50 monochrome impressions per minute minimum |
| Document Feeder | Standard |
| Output Size | Up to 11 x 17 |
| First Copy Time | 3.5 seconds or less |
| Duplexing | Standard |
| Stapling | Multi-position standard 50 Sheet |
| Sheet capacity of finisher: | 1,000 sheets minimum |
| Hole punching | Option |
| Walk-up Faxing | Standard |
| Dual Fax Line Option | Option |
| Fax from Desktop (print to fax) | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Wireless & Bluetooth | Option |
| Console | Standard |
| Number of Paper Drawers (excluding bypass) | 3 minimum |

| | |
|---|----------------------|
| Total sheet capacity of drawers (excluding bypass) | 2,200 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| Auto tray switching | Standard |

Category 4

| | |
|---|--|
| Technology: | Digital Electrostatic Standard |
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 60 monochrome impressions per minute minimum |
| Document Feeder | Standard |
| Output Size | Up to 11 x 17 |
| First Copy Time | 4.2 seconds or less |
| Duplexing | Standard |
| Stapling | Multi-position standard |
| Sheet capacity of finisher: | 3,000 sheets minimum |
| Hole punching | Option |
| Walk-up Faxing | Standard |
| Dual Fax Line Option | Option |
| Fax from Desktop (print to fax) | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Wireless & Bluetooth | Option |
| Console | Standard |
| Number of Paper Drawers (excluding bypass) | 3 minimum |

| | |
|---|----------------------|
| Total sheet capacity of drawers (excluding bypass) | 4,200 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| Auto tray switching | Standard |

Category 5

| | |
|---|--|
| Technology: | Digital Electrostatic Standard |
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 70 monochrome impressions per minute minimum |
| Document Feeder | Standard |
| Output Size | Up to 11 x 17 |
| First Copy Time | 3.5 seconds or less |
| Duplexing | Standard |
| Stapling | Multi-position standard |
| Sheet capacity of finisher: | 3,000 sheets minimum |
| Hole punching | Option |
| Walk-up Faxing | Standard |
| Dual Fax Line Option | Option |
| Fax from Desktop (print to fax) | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Wireless & Bluetooth | Option |
| Console | Standard |

| | |
|---|----------------------|
| Number of Paper Drawers (excluding bypass) | 3 minimum |
| Total sheet capacity of drawers (excluding bypass) | 4,200 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| Auto tray switching | Standard |

Category 6

| | |
|---|--|
| Technology: | Digital Electrostatic Standard |
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 20 color impressions per minute minimum |
| Document Feeder | Standard |
| Output Size | Up to 11 x 17 |
| Minimum First Copy Time | 6.4 seconds or less |
| Duplexing | Standard |
| Stapling | Standard 50 Sheet |
| Sheet capacity of finisher: | 500 sheets minimum |
| Walk-up Faxing | Option |
| Dual Fax Line Option | Option |
| Fax from Desktop (print to fax) | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Wireless | Option |
| Console | Standard |

| | |
|---|--------------------|
| Number of Paper Drawers (excluding bypass) | 2 minimum |
| Total sheet capacity of drawers (excluding bypass) | 500 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| Auto tray switching | Standard |

Category 7

| | |
|---|--|
| Technology: | Digital Electrostatic Standard |
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 30 color impressions per minute minimum |
| Document Feeder | Standard |
| Output Size | Up to 11 x 17 |
| Minimum First Copy Time | 5 seconds or less |
| Duplexing | Standard |
| Stapling | Standard 50 Sheet |
| Sheet capacity of finisher: | 500 sheets minimum |
| Walk-up Faxing | Option |
| Dual Fax Line Option | Option |
| Fax from Desktop (print to fax) | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Wireless | Option |
| Console | Standard |

| | |
|---|---------------------|
| Number of Paper Drawers (excluding bypass) | 2 minimum |
| Total sheet capacity of drawers (excluding bypass) | 1100 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| Auto tray switching | Standard |
| Print Resolution | 1200 x 1200 |

Category 8

| | |
|---|--|
| Functionality | Monochrome copying, printing, and faxing, color scanning |
| Rated Speed | 35 color impressions per minute minimum |
| Document Feeder | Standard |
| Output Size | Up to 11 x 17 |
| Minimum First Copy Time | 5 seconds or less |
| Duplexing | Standard |
| Stapling | Standard 50 Sheet |
| Sheet capacity of finisher: | 500 sheets minimum |
| Walk-up Faxing | Option |
| Dual Fax Line Option | Option |
| Fax from Desktop (print to fax) | Standard |
| Scan to Email (with LDAP authentication) | Standard |
| Secure (password protected) printing | Standard |
| Wireless | Option |
| Console | Standard |

| | |
|---|---------------------|
| Number of Paper Drawers (excluding bypass) | 2 minimum |
| Total sheet capacity of drawers (excluding bypass) | 1100 sheets minimum |
| Stack-feed bypass | 100 sheets minimum |
| Auto tray switching | Standard |
| Print Resolution | 1200 x 1200 |
| Paper Weight | 110lb Cover |

9. Network Connectivity

Connection to the County network requires the proposed solution to support IP v4/6. Proposers should describe the connectivity requirements of the equipment being proposed including the print controllers, network protocol(s) and software.

All County departments are attached to the County's network with Intel computers with Microsoft Windows XP or higher. Microsoft Windows 2003/2008 Servers are used for File and Print Services. Microsoft Windows Server 2012 servers will be introduced in the near future and drivers should be available as necessary.

The successful bidder must be prepared to work with Tippecanoe County MITS staff on each networked installation to ensure that all networked services are installed and functioning properly.

Print Drivers will be installed in conjunction and alongside County MITS staff. The successful vendor must document the printer driver installation process.

10. References

The proposer should submit a minimum of three references of companies currently doing business with the proposer's company. The reference should include a contact person, phone number and length of relationship. The references should be of similar size and nature with the County's operation.

11. Presentation and Site Visits

Proposers may be requested to give formal presentations to the evaluation committee and should be prepared to discuss all aspects of the proposal in detail. Site visits to the proposers facilities may also be required if further equipment demonstration is necessary.

12. County Facilities Visits

No guided tour of the County facilities will be made

SECTION 3

FEE PROPOSAL

I have read and understood the requirements set forth in this RFP and agree to comply except as noted. The fee proposal includes all fees for work as described in Section 2, Scope of Work. Additional pages may be used to show detail of unit costs and options.

A. Category 1 \$ _____ MONTHLY LEASE

 \$ _____ PURCHASE

 \$ _____ COST PER COPY

MODEL PROPOSED: _____

B. Category 2 \$ _____ MONTHLY LEASE

 \$ _____ PURCHASE

 \$ _____ COST PER COPY

MODEL PROPOSED: _____

C. Category 3 \$ _____ MONTHLY LEASE

 \$ _____ PURCHASE

 \$ _____ COST PER COPY

MODEL PROPOSED: _____

D. Category 4 \$ _____ MONTHLY LEASE

 \$ _____ PURCHASE

 \$ _____ COST PER COPY

MODEL PROPOSED: _____

E. Category 5 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

F. Category 6 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

G. Category 7 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

H. Category 8 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

Vendors must be thoroughly familiar with the specifications, the County requirements, and understands that signing this quote waves all rights to plead any misunderstanding regarding the same. Vendors further understand and agree if awarded, to furnish and provide all the necessary product, material, machinery, implements, tools, labor, services, and to perform all the work necessary under the aforesaid conditions, to carry out the required work and provide the required product in accordance to the award(s) that may be issued by the County based on responses to this request. Tippecanoe County shall reserve the right to reject any or all bids or any part thereof.

VENDOR INFORMATION

VENDOR NAME: _____

ADDRESS: _____

TELEPHONE NO: _____ **FAX NO:** _____

E-MAIL ADDRESS: _____

WEB SITE: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

TAXPAYER IDENTIFICATION NO: _____

DATE: _____